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OTE 86-5038
15 October 1986

MEMORANDUM FOR: Chief, National Issues Group/SOVA

FROM:
Director of Training and Education

SUBJECT: Guest Speaker for OTE Conference

1. Thank you for accepting our invitation to speak at the Office of Training and Education Conference to be conducted on 12 - 13 November 1986. Your session is entitled "Panel Discussion: The Human Resource Task Force," and is scheduled for 1000 - 1100 hours on 13 November. Each panelist will have about 15 minutes to share his observations, with a 15 minute question and answer period. The panel discussion will be followed by a break, and an exercise at 1115 - 1200 hours, for which you, the other panelists, will serve as "roving referents" for the various discussion groups which will be facilitated by OTE participants.

2. We would like for you to discuss key findings of the Human Resource Task Force regarding changes in Agency culture. Your observations on value similarities and differences of incoming employees are encouraged. Remarks on roles, responsibilities, and authorities that our future managers will be expected to carry out are appropriate. How can training enable our managers of the future to be more effective decision-makers and leaders? Your observations on career track systems are also welcome. You will be speaking in a theatre (with a capacity for 230), with a stage, lectern, and table with microphones. An overhead projector and 35mm slide projector are available for your use.

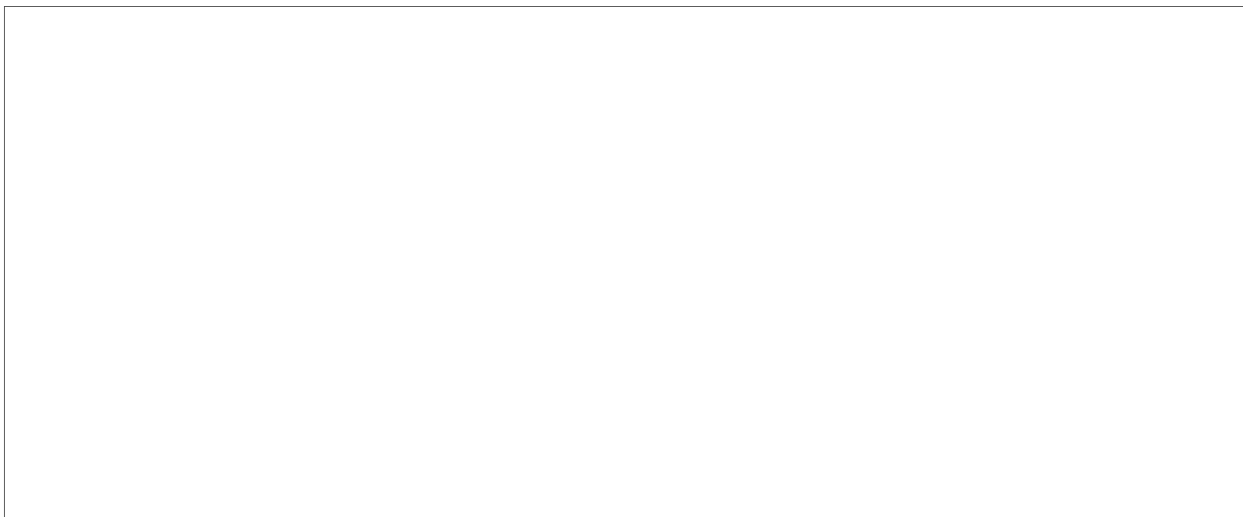
3. The small group exercise following your panel discussion will permit managers, instructors, and training support personnel to explore implications for training based on your task force report.

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5. If you have any questions concerning the conference,
please call [redacted] Please coordinate
any travel changes with [redacted]

Attachment: OTE Conference Schedule

Distribution:

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Original - Addressee

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1 - OTE Chrono

1 - OTE Registry

1 - SO/OTE

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